



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

MT III

Personnel Services Technician
Region 5/District 9/Administrative Services
Highways
Carbondale

Attachments
40943

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Management Technician III

Salary Range: \$3,855 - \$6,775

Position Title: Personnel Services Technician

Union Position: ☒ Yes ☐ No

Position Number: PW423-23-59-104-10-01

IPR#: 40943

Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 9/Bureau of Administrative Services, 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for coordinating seasonal and temporary hiring programs for the district and performing personnel administrative duties.

Special Qualifications:

The following criteria is required:

- Possible travel with overnight stays; occasional overtime

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to completion of two years of college preferably with major courses in business, economics, statistics, public finance, public administration or human resources
- Five years of experience in the performance of a variety of technical activities related to human resources
- Working knowledge of computer software and programs (Microsoft Office, TKS, HRI, Summer and Winter employment databases)
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan and direct efforts of employees towards completion of relatively complex projects
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 1, 2016	POSITION:	Personnel Services Technician
APPROVED BY:	<u>Jason Taylor</u>	OFFICE/DIVISION:	Highways, District 9, Administrative Services
CODE:	PW423-23-59-104-10-01	REPORTS TO:	Personnel Services Officer

Position Purpose

This position is accountable for coordinating all seasonal and temporary hiring programs for the District as well as assisting with and performing other personnel administrative duties.

Dimensions

Geographical Area:	16 Counties
District Personnel:	+/- 300 Permanent; 5-200 Seasonal
Seasonal and Temporary Programs:	6
Leave Slips Verified:	+/- 8,000

Nature and Scope

This position reports to the Personnel Services Officer. There are no subordinates reporting to this position.

The position functions in an environment which is complex and legally sensitive. This position provides assistance to a diverse group of professional, technical, negotiated rate and clerical employees. The incumbent must apply policies and procedures in a variety of areas where, depending upon the circumstance, an interpretation is not always absolute. Errors in judgment or misapplication of rules and policies have the potential for significant impact on both the employees and management.

Typical problems confronting this position involve gathering information in a timely manner to allow for proper responses to inquiries for the department's hiring programs. The greatest challenge for the incumbent is to juggle the winter snowbird and hourly programs which are in various stages from beginning to end and which require the incumbent to verify the accuracy of information and assure that all required paperwork is completed and submitted to the Central Bureau in a timely manner in order to meet submission requirements and payroll deadlines.

The incumbent is responsible for the processing of applications and interview/selection paperwork for all seasonal and/or part-time employees; developing and providing a detailed orientation program to these employees; coordinating the processing of winter help involving pre-employment and medical screening; conducting and monitoring the Office Occupation Trainee Program, Co-Op Program, and Summer and Winter Technical Programs; interviewing or scoring applicants for these programs; preparing, organizing and submitting all hiring and separation paperwork for the selected candidates of these programs, and maintaining personnel files for selected candidates; coordinating the annual State Employees Combined Appeal program for the District; verifying all district employee sign in/out sheets by pay period; verifying the entry of leave requests for all district personnel entered into the Time Keeping System; tracking and processing all district personnel annual performance evaluations thru the EES (Employee Evaluation Tracking System); assisting in the maintenance of accurate personnel records for all district employees; and assisting with permanent employee orientations.

The position acts as back-up to the Payroll Technician as necessary entering all leave slip, time card, and overtime information into the Timekeeping System (TKS); performing MMI downloads for payroll preparation; entering all technical time card information into the ALD system; and in the compilation and processing of all

district payrolls; and to the Personnel Services Officer completing personnel action forms, benefit transactions and retirement paperwork as necessary.

The incumbent performs the majority of assigned responsibilities without assistance and has the latitude to apply policies and procedures and make decisions in a multitude of personnel areas for which s/he is responsible. Problems involving actions that deviate from policy and established procedures or are non-routine/sensitive in nature are referred to the Personnel Services Officer. The incumbent works within the confines of all State and Federal laws, union contracts, and the Department's *Personnel Policies and Procedures Manual*. This position must ensure that the appropriate procedures are applied in insurance processing by utilizing the Department of Central Management Services (DCMS) *Group Insurance Manual* and the CMS Group Insurance Membership database as well as in personnel transactions processing by utilizing the Department of Central Management Services (DMCS) *Transactions Manual*. Possible travel with overnight stays; and occasional overtime may be required.

Contacts include all district employees, Central Office insurance, payroll and human resource personnel, CMS Insurance, CMS Deferred Compensation personnel, SERS personnel, and the general public. In addition, contact is made with local high schools and Cooperative Education Work Programs, and applicants for employment.

The effectiveness of this position can be measured by the level of assistance provided to management and all district employees, the timeliness, the accurate completion of all temporary program paperwork, and the accurate and timely completion of assignments.

Principal Accountabilities

1. Coordinates seasonal and temporary hiring programs for the district; processes all required paperwork.
2. Provides general administrative support functions and assists with the processing of personnel documents for all district employees.
3. Verifies all district personnel sign in/out sheets by pay period and the entry of all leave requests in the Time Keeping System.
4. Tracks and processes all district personnel annual performance evaluations thru the EES (Employee Evaluation tracking System).
5. Acts as back-up to the Payroll Technician and Personnel Services Officer.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.